

**STATE OF NEW JERSEY
DIVISION OF PURCHASE AND PROPERTY
REQUEST FOR INFORMATION
STATE EMPLOYEE PARKING MANAGEMENT**

PURPOSE

The purpose of this Request for Information (RFI) is to solicit potential options, approaches and strategies for allocation, management, and charge-back for parking used by State of New Jersey employees. This includes State-owned parking and State-leased parking that may come as part of a lease agreement or is separately procured by the State via a parking contract. The goal of the State of New Jersey is to more appropriately allocate parking costs for employee parking, consistent with industry best practices, in this very tight fiscal environment. A secondary benefit may be the increased use of mass-transit as a more environmentally efficient form of commutation.

INTRODUCTION

The New Jersey Department of the Treasury, Division of Purchase and Property (the "Division"), on behalf of the State of New Jersey ("State"), is issuing this Request for Information ("RFI") to identify options available to the State in connection with parking options related to State employees.

At present, the State's Division of Property Management and Construction ("DPMC") manages a total of 31,827 parking spaces allocated for use by State employees. These spots require ongoing maintenance, the State lacks adequate parking to accommodate all employees, and the current fiscal situation demands the State seek other options. A review of best practices in other states indicates that many state governments require employees to share in some portion of their parking costs.

In reviewing current numbers, DPMC operates parking facilities at 24 locations, utilizes parking that is part of 177 leased facilities (itemized or imbedded in the rate), and has approved separate contracts for agencies to acquire additional parking at 36 facilities. (See attached report for details on these current parking locations.) Although the focus of this RFI is on parking in urban areas where parking is scarce and market rates are customarily charged to park, information on institutions and facilities such as State hospitals, veterans' homes, correctional institutions, military facilities and other "campus parking" scenarios may also be of interest.

Currently, the State does not charge employees for any parking. Employees are issued access cards to enter and exit lots and garages controlled by a gate or arm, or stickers to affix to a vehicle for parking in un-gated surface lots. Because of employee absences (vacations, sick days, extended leaves, etc.), the State currently "oversubscribes" the parking areas by 20% to 25%. This ratio (approximately 5 cars per 4 parking spots) seems to allow for adequate parking availability and keep lots and garage utilization near maximum capacity. State agencies are

allocated parking based on the size of their workforce, and the agencies in turn determine how to allocate parking to staff. Some agencies allocate parking by the level in the agency, work duties, work hours, seniority, first-come/first-served, or some combination thereof. Agencies have even attempted at times to include performance in the mix of parking allocation criteria.

The current environment includes four distinct parking configurations:

- 1) Garages or surface lots owned by the State and attached or adjacent to State facilities.
- 2) Separate garages or surface lots owned by the State.
- 3) Leased parking that is part of, or obtained in association with, a leased facility.
- 4) Leased parking not connected to a facility lease.

Please note that this is an RFI, not a Request for Proposal ("RFP"). Responses to this RFI will not lead directly to a contractual relationship between a vendor or vendors and the State. It is anticipated that information received in response to this RFI will be used to develop appropriate documentation (such as an RFP) in support of a future procurement or procurements. While it is anticipated that many of the respondents to this RFI will be vendors, the State welcomes information from any interested party on the topics described herein.

All information submitted by respondents to this RFI shall be considered public information.

GENERAL REQUIREMENTS

The State is interested in exploring options and alternatives to better manage parking, including some cost-sharing by employees, and other ideas and best practices to lower overall parking cost to the taxpayer for any and all of the four configurations described above.

Options which may be addressed include:

- Outright sale and operation of the parking area by a private enterprise.
- Sale to a private entity with a lease-back arrangement and private operation of the facility.
- Contractual arrangements for the management/operation of State-owned employee parking facilities and collection of fees.

Particular Areas of Interest

The State is interested in receiving information that it can utilize to ultimately decide how best to approach parking for State employees. Consequently, the State invites information from the vendor community and other interested parties as to:

1. How to charge employees for parking, including a pricing structure, logistics for collection (via payroll systems, outside vendor directly, etc.).

2. Handling the issue of oversubscription when employees could be paying a fee for a parking space.
3. The approximate range of costs associated with using an outside entity for parking facility management in current State-owned lots and garages.
4. Performance indicators and contracting incentives or penalties to ensure that the service provided by an outside parking management entity is of excellent quality.

The State welcomes information from vendors and other interested parties on any of the areas listed above, or any combination thereof.

SUBMISSIONS IN RESPONSE TO THE RFI / CONTACT INFORMATION

Responses to this RFI must be directed to:

New Jersey Division of Purchase and Property
Attention: Mary Lou Goho
33 West State Street
P.O. Box 039
Trenton, NJ 08625-0039
marylou.goho@treas.state.nj.us

Responses to this RFI must be received electronically no later than 2:00 PM ET on August 16, 2010. Responses will be acknowledged electronically by return e-mail.

The State reserves the right to use, adopt or incorporate any recommendations presented in the responses to this RFI in the development of future procurements to manage parking or sale/lease of State-owned parking facilities.

Issuance of this RFI does not obligate the State to a particular course of action with regard to parking facilities or management. Potential bidders and other interested parties that respond to this RFI are responsible for all costs associated with developing and submitting a response.

The State may request that some or all vendors or interested parties submitting responses to this RFI provide oral presentations and/or demonstrations relating to their responses, products and/or services.

In response to this RFI, the vendor or responding party is requested to supply the following information:

1. Introduction to the respondent's organization, and if the respondent is a vendor, information such as parent company, age, size, number of customers, offices, number of employees, ownership structure, and the products and services offered.
2. Contact name(s) and information for questions the Division might have concerning this information.

3. List of relevant websites for the respondent and its offerings, including if the respondent is a vendor, URL references for parking management projects successfully completed, and a list of government/private entities for which the vendor currently handles parking management. The respondent should identify major customers who use its services and are willing to serve as a reference. Please provide the appropriate contact information for such references.
4. Information and recommendations regarding the preliminary designs, specifications, business requirements, and features that would best address the "General Requirements," and especially the "Particular Areas of Interest" set forth above. This should include:
 - Methodology
 - Time to implement
 - Required Technology Support
 - Communication and Training for Proposed Model
5. If the respondent is a vendor, identification of current or completed engagements to conduct similar studies for other state or local governmental entities. Respondents other than vendors are also welcome to provide references to studies that they believe would be useful to the State in devising a parking management strategy.

Attachment:

Report of current State parking locations by county with filename:
Employee_Parking_Management_RFI_Attachment.xls